

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Labour Employment Training and Factories Department – Right to Information Act 2005 (Central Act No. 22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Published - Orders – Issued.

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**LABOUR EMPLOYMENT TRAINING & FACTORIES (OP&IMS) DEPARTMENT**

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**G.O.Ms.No.42**

**Dated:28.09.2018**

**Read:**

The Right to Information Act, 2005, (Act No.22 of 2005 Central Act)  
Published in Gazette of India (extraordinary) vide Notification No.25,  
dt.21-6-2005.

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**ORDER :-**

Whereas Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No. 22 of 2005) casts an obligation on every Public Authority to publish information on 17 items referred to therein the said section, and shall be updated every year.

2. Now, therefore, in compliance of the above statutory obligation, and in pursuance of the bifurcation of the State of Andhra Pradesh the revised information in respect of Labour Employment Training and Factories Department, Telangana Secretariat, is herewith published as noted in the Annexure to this order. The said information shall be updated once in a year as per clause xvii of 4(1)(b) of Right Information Act-2005.

3. The information is available on the website “www.goir.telangana.gov.in”

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**Dr.SHASHANK GOEL**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To:

All Officers in Labour Employment Training and Factories Department.  
All Head of Departments under the Administrative control of Labour Employment Training and Factories Department.  
The General Administration (I & PR.II) Department.  
The General Administration (GPM & AR) Department.

**Copy to :**

All Sections in the Department  
All Departments of Secretariat,  
P.S. to Chief Secretary to Government.  
P.S. to Principal Secretary to Chief Minister.  
P.S. to Minister for Home & Labour.  
P.S. to Principal Secretary to Government Labour Employment Training and Factories Department  
SF/SC.

//FORWARDED :: BY ORDER//

**SECTION OFFICER**

RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF

LABOUR, EMPLOYMENT, TRAINING & FACTORIES DEPARTMENT

(PUBLISHED IN TERMS OF SECTION 4 (1) (b) OF R.T.I. ACT, 2005)

LABOUR, EMPLOYMENT, TRAINING & FACTORIES DEPARTMENT

TELANGANA SECRETARIAT, HYDERABAD

**ANNEXURE TO G.O.Ms.No.42, Labour Employment Training and Factories Department (OP&IMS) Department, dt.28.09.2018.**

**Chapter- 1**

**INTRODUCTION and ORGANIZATION**

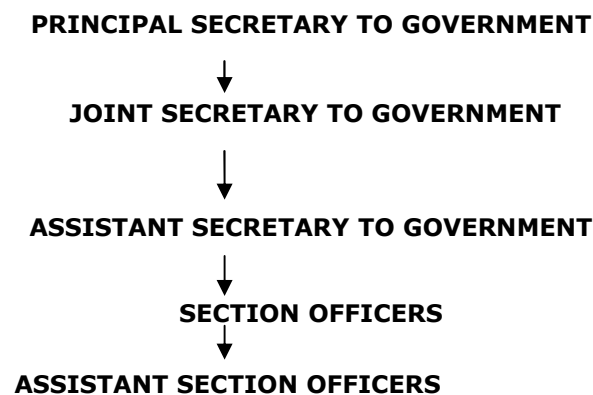
The Right to Information Act, 2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected there with or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Section 4(1) (b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each Department.

This manual gives a comprehensive idea about the particulars, functions of the Labour Employment Training & Factories Department and also the powers and duties of the employees including the channels of supervision and accountability. This manual contains 17 chapters in all which gives information about the functioning of the Labour Employment Training & Factories Department.

**I. The Particulars of the organization functions and duties:-**

Organisation chart of Labour Employment Training and Factories Department Telangana Secretariat



The following Heads of Department are working under the administrative control of the Labour Employment Training and Factories Department:-

1. Commissioner of Labour
2. Director of Employment and Training, Telangana, Hyderabad
3. Director of Factories, Telangana, Hyderabad.
4. Director of Boilers, Telangana, Hyderabad.
5. Director of Insurance and Medical Services, Telangana, Hyderabad.

C H A P T E R – I

Organization, Functions and Duties

[Section 4 (1)(b)(1)]

Sl. No.	Name of the Organisation	Address	Functions and Duties
1	Labour, Employment, Training and Factories Department	D Block 1 <sup>st</sup> Floor Telangana Secretariat, Hyderabad	<p>The Labour Employment Training and Factories Department is a unit in the Telangana Secretariat Organisation in the Telangana Government. The Labour Employment Training and Factories Department is headed by the Principal Secretary to Government. The Department overseas/supervises the functions relating to the matters of Labour Disputes, Employment, Training, Factories, Boilers &amp; E.S.I. matters etc., in the State of Telangana.</p> <p>The Labour Employment Training and Factories Department deals with the following matters;</p> <p>Proposals and implementation of the Acts and Rules relating to matters of Labour Disputes, Employment, Training, Factories, Boilers &amp; E.S.I. matters, Industrial Tribunals / Labour Courts , etc.</p> <p>All service matters relating to the Head of the Departments under the control of Labour Employment Training and Factories Department.</p> <p>All matters relating to the Public Accounts Committee, Audit Reports including Comptroller and Auditor General of India reports/Inspection Reports/Draft Paragraphs relating to Labour Employment Training and Factories Department.</p> <p>All matters of ESI relating to Insurance Medical Services Department are dealt in Labour Employment Training and Factories Department.</p> <p>Establishment Expenditure and Scheme Expenditure for the above subjects.</p> <p><input type="checkbox"/> All cases relating to the ACB, Vigilance and Enforcement and Vigilance Commission relating to the Labour Employment Training and Factories Department.</p> <p>All disciplinary cases against the Officers and Employees of all categories of Labour Employment Training and Factories Department.</p> <p>All cases relating to Commissioner of Inquiries appointed for matters relating to Labour Employment Training and Factories Department.</p>

Chapter-2  
Powers and Duties of Officers and Employees  
[Section 4(1)(b)(2)]

Sl. No.	Designation	Duties allotted	Powers
1	2	3	4
1.	Principal Secretary to Government (One)	Labour Employment Training & Factories Department is headed by Principal Secretary to Government, and he / she is assisted with the certain officers / staff. The Principal Secretary to Government is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. He exercise general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in the department. The Joint Secretary / Assistant Secretary will assist Principal Secretary. Besides above, the Principal Secretary will coordinate the activities of the HODs under the control of LET&F Department	As envisaged in Business Rules.
2	Joint Secretary to Government	The Joint Secretary to Government occupies a position almost identical with that of Principal Secretary to Government in regard to subject allotted to her/ him and can send files for orders to the Principal Secretary to Government. The Principal Secretary to Government remains responsible for the subjects allotted to the Joint Secretary to Government in the Department. He/She is also the Liaison Officer for Assembly / Council.	As envisaged in Business Rules.
3	Assistant Secretary to Government	The Assistant Secretary to Government exercise control over their Sections placed in his / her charge with regard to dispatch of business and in regard to maintaining discipline in the Sections. He / She is responsible to submit files for Officers.	
4	Stenographer/ Private Secretary	The Stenographer / Private Secretary to the Principal Secretary to Government will attend the dictation given by the Principal Secretary, receives the files from sections, maintain secrecy of Peshi and any other work entrusted to him including maintain the movement of the files and tappals.	
5	Section Officers	The Section officers are In-charge of a Section in the Department. Two Assistant Section Officers assist him. He is responsible of all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The training of the Assistant Section Officers under him is one of his principal functions. He himself under takes to deal with the more difficult or important papers. He is expected to express his views or to suggest what orders should be passed on a case	

		when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Section.	
6	Assistant Section Officers	The main duties of an ASOs is dealing with cases relating to his / her section and expected to do work of a routine and mechanical nature such as maintaining the prescribed registers typing drafts fair copying dispatching and indexing.	
7	Typist –cum- Asst.	He will attend all typing work in the Department	
8	DR&T Asst.	He will attend the Inward and out ward Tappal work.	
9	Roneo Operator	He will attend to the work of operating Roneo and Xerox machines	
10.	Office Subordinates	He will attend to the work entrusted by the officers	
11	Driver	Discharges duty as Driver in the department	
12.	Sweeper	Sweeping	
13.	Scavenger	Cleaning of Toilets of Officers	
14.	DPO/DEO	Working on outsourcing basis and attend the computer work.	
15.	Driver	(Outsourcing basis) Discharges duty as Driver in the department	
16.	Office Subordinates	(Outsourcing basis) He will attend to the work entrusted by the officers	

Chapter 3  
Procedure Followed in Decision-making Process  
[Section 4(1) (b) (3)]

Activity	Description	Decision making process	Designation of final decision making authority
<p>The procedure followed in the decision making process, including channels of supervision and accountability.</p> <p>The proposals of the Heads of the Departments under control of Labour Employment Training and Factories Department are to received in Tappal Section. On receipt of the same the tappal clerk gives Tappal number and keeps all Tappal papers in a separate Tappal Book and sends it to the officers concerned. On perusal of Tappal by the concerned officers are send to the concerned sections. The concerned Assistant Section Officer make an entry in the personal register and put up the same in the shape of a file with relevant extracts of Acts and rules and submits the file to the concerned Section Officer. The Section Officer scrutinizes the file and records his remarks, and passes on the file to the concerned Assistant Secretary. The Assistant Secretary scrutinizes the file and passes on the file to the Secretary through the concerned Deputy / Joint Secretary as the case may be. Files will be circulated to Minister/Chief Minister as prescribed in the Business Rules and Secretariat Instructions. If necessary by consulting advisory Departments viz., Finance / Law / GAD.</p>			

Chapter 4  
Norms set for the Discharge of Functions  
[Section 4(1)(b)(iv)]

Sl.No.	Function / Service	Norms/standards of
<p>The Norms of the discharge of functions of each department are also defined in both secretariat Office Manual and Business Rules.</p> <p>The usual Office hours are from 10/30 A.M. to 5-00 P.M.</p> <p>The Service delivery time frame for the services rendered by the Department are given below:-</p> <p>1. Routine matters : 3 Days</p> <p>2. Other than routine matters : 10 Days (Ex. Policy decision files)</p> <p>3. Reference/letters from other Departments: Routine Matters, 3 Days (Ex. U.O. Notes and files).</p> <p>4. Other than routine matters : 7 Days (Ex. Policy Decision files)</p>		



Chapter-5  
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions  
[Section 4(1)(b)(v)] & (5)]

Sl. No.	Category of document	Title of document	Designation and address of the custodian (held by / under the control of whom)
<p>The rules, regulations, instructions, manuals and records, held by Labour Employment Training and Factories Department or under its control or used by its employees for discharging its functions.</p> <p>In the discharging functions the Department used to the following manuals/Acts and the records, adopted from A.P. to Telangana.</p>			
1	A.P. Factories & Establishments (National Festivals and other Holidays) Act, 1974 (deemed to be adopted to Telangana)		
2	A.P. Factories Act, 1948		
3	A.P. Muttah Jattu Hamali and other Manual Workers (Regulation of Employment & Welfare) Act, 1976.		
4	A.P. Shops & Establishments Act, 1988		
5	Andhra Pradesh Welfare Fund Act, 1987		
6	Beedi & Cigar Workers (Conditions of Employment) Act, 1966		
7	Building & Other Constriction Workers (Condition of Employment of Service) Act, 1996		
8	Child Labour (Prohibition & Regulation) Act, 1986		
9	Contract, Labour (Regulation and Abolition) Act, 1970		
10	E.S.I. Act, 1948		
11	Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959		
12	Equal Remuneration Act, 1976		
13	Industrial Disputes Act, 1947		
14	Industrial Employment (Standing Orders) Act, 1946		
15	Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979		
16	Maternity Benefit Act, 1961		

17	Minimum Wages Act, 1948
18	Motor Transport Workers Act, 1961
19	Payment of Bonus Act, 1965
20	Payment of Gratuity Act, 1972
21	Payment of Wages Act, 1936
22	Plantation Workers Act, 1951
23	Sales Promotion Employees (Condition of Service) Act, 1976
24	Trade Unions Act, 1926
25	Working Journalists and Other Newspaper Employees (Conditions of Service) & Miscellaneous Provisions Act, 1955
26	Workmen's Compensation Act, 1923.
27	Indian Boilers Act, 1923

Chapter-6

Categories of Documents held by the Public Authority under its Control  
[Section 4(1)(b) (6)]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
A statement of the categories of documents that are held by Labour Employment Training and Factories Department or under its control.			
1.	Government Order (Miscellaneous)		
2.	Government Order (Routine)		
3.	Memo.		
4.	Letter		
5.	U.O. Note		
6.	Office Order(Miscellaneous)		
7.	Office Order (Routine)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 7  
Arrangement for Consultation with, or Representation by, the Members of the Public in  
relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(7)]

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.</p> <p>Nil. This Department implements the policies taken by the Government from time to time.</p>			

Chapter 8  
Boards, Councils, Committees and other Bodies  
Constituted as part of Public Authority  
[Section 4(1)(b) (8)]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.			

Chapter 9  
Directory of Officers and Employees  
[Section 4 (1) (b) (9)]

A directory of its officers and employees;

Sl. No.	Name and Designation Sarvasri	Designated as	Telephone Nos. Official/ Cell
1.	Dr. Shashank Goel, IAS	Principal Secretary to Govt.,	9868188562
2.	S.Laxmi Bai	Joint Secretary to Govt.,	8790009781
3.	C.V.V.Srinivasa Rao	Asst. Secretary to Govt.,	9705906903
4.	S.Murali Krishna	PS to Prl. secretary	8790009782
5.	R.Srinivas	Section Officer	8790009785
6.	D.Sreelakshmi	Section Officer	8790009783
7.	B.Lourdu Raju	Section Officer	8790009784
8.	N.Sri Sai Lakshmi	Asst. Section Officer	
9.	B.Mallikarjuna Rao	Asst. Section Officer	
10.	P.Shivaji	Asst. Section Officer	
11.	V.Subramanyam	Asst. Section Officer	
12.	A.Deepa Rani	Asst. Section Officer	
13.	G.Laxma Reddy	Asst. Section Officer	
14.	D.R.Janardhan	Roneo Operator	
15.	S.Krishna	Driver	
16.	G.Kumar	Jamedar	
17.	Maqbool Hussain	Office Subordinate	
18.	S.Sridhar	Office Subordinate	

## Chapter 10

### Monthly Remuneration received by Officers and Employees, including the system of Compensation as provided in Regulations

[Section 4 (1)(b)(10)]

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl. No.	Name and Designation Sarvasri	Designated as	Monthly remuneration including its compensation
1.	Dr. Shashank Goel, IAS	Prl. Secretary to Govt.,	285056
2.	S.Laxmi Bai	Joint Secretary to Govt.,	116276
3.	C.V.V.Srinivasa Rao	Assistant Secretary to Govt.	107822
4.	S.Murali Krishna	PS to Prl. secretary	74522
5.	R.Srinivas	Section Officer	73749
6.	D.Sreelakshmi	Section Officer	66459
7.	B.Lourdu Raju	Section Officer	86102
8.	B.Mallikarjuna Rao	Asst. Section Officer	66209
9.	N.Sri Sai Lakshmi	Asst. Section Officer	67937
10.	P.Shivaji	Asst. Section Officer	54584
11.	V.Subramanyam	Asst. Section Officer	30861
12.	A.Deepa Rani	Asst. Section Officer	62713
13.	G.Laxma Reddy	Asst. Section Officer	48966
14.	D.R.Janardhan	Roneo Operator	64291
15.	S.Krishna	Driver	86097
16.	G.Kumar	Jamedar	64541
17.	Maqbool Hussain	Office Subordinate	62413
18.	S.Sridhar	Office Subordinate	21245

Chapter 11  
 Budget Allocated to Each Agency including Plans etc.  
 [Section 4(1)(b)(11)]

Plan/Programme/Scheme/Project/  Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
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the budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made;

(Rupees in thousands)

M.J.H.2251	Budget Estimate
M.H.090 SECRETARIAT, LABOUR AND EMPLOYMENT	2018-2019
<b><u>110 Domestic Travel Expenses</u></b>	
111 Traveling Allowance	1.83
120 Foreign Travel Expenses	
121 Foreign Travel Expenses	Nil
<b><u>130 Office Expenses</u></b>	
131 Service Postage, Telegram and Telephone Charges	1.03
132 Other Office Expenses	7.81
134 Hiring of Private Vehicles	4.08
<b>Total 130</b>	<b>12.92</b>
240 Petrol, Oil and Lubricants	2.03
300 Other Contractual Services	25.85
318 Obsequies Charges	0.20
510 Motor Vehicles	0.35
<b>Total 2251</b>	<b>2,45.92</b>



Chapter 12  
Manner of Execution of Subsidy Programmes  
[Section 4 (1)(b)(12)]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
- Nil -			
-			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
- Nil -			
-			

Chapter 13

Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority

[Section 4 (1)(b) (13)]

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				
Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Individual Beneficiaries

Sl.No.	Name & Address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Name of programme / scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Chapter 14

Information Available in Electronic Form

[Section 4(1) (b) (14)]

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom ?)
Telangana. On line facility is available for Labour, Employment, Training and Factories Department.	The Departmental information is available in the following website:- <a href="http://www.Telangana.gov.in/">http://www.Telangana.gov.in/</a>		IT & C Dept.

Chapter 15

Particulars of facilities available to citizens for obtaining information

[Section 4(1) (b) (15)]

Facility	Description (Location of Facility/Name etc.,)	Details of Information made available
Notice Board	--	--
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	--	--
Websites	--	--
Other Facilities	--	--

Chapter 16

Names, Designations and other Particulars of Public Information Offices

[Section 4(1) (b) xvi]

Department Appellate Authority

Sr. No.	Name	Designation	Phone Numbers		FAX	Email	Address
			Office	Home			
1	Smt. S.Laxmi Bai	Joint Secretary to Government	8790009781 (O)				D – Block 1 <sup>st</sup> Floor  Room No.230

Public Information Officer

Sl. No.	Name of Office/Admn Unit	Name & Designation of PIO	Office/Resi. Tele	E-Mail
1	Labour, Employment, Training and Factories Department, Telangana Secretariat, Hyderabad	Sri C.V.V.Srinivasa Rao	9705906903	---

Assistant Public Information Officer (s)

Sl. No.	Name of Office / Admin Unit	Name & Designation of APIO	Office Tel.	E-Mail
			Resi. Tel	
1	Labour, Employment, Training and Factories Department, Telangana Secretariat, Hyderabad	R.Srinivas, Section Officer	8790009785	
		D.Sreelakshmi Section Officer	8790009783	
		B.Lourdu Raju, Section Officer	8790009784	

## Chapter 17

### Other Useful Information

[Section 4(1)(b) (17)]

- N I L -